

Utility Advisory Commission Regular Meeting

Agenda

Thursday, February 3, 2022

7:00 pm – Gardner City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

CONSENT AGENDA

1. Standing approval of the minutes as written for the January 6, 2022 meeting of the Utility Advisory Commission.

NEW BUSINESS

1. Consider a recommendation to City Council to perform siting, land acquisition, and preliminary design for Substation No. 4.
2. Consider a recommendation to City Council to award contracts to the Chemical Suppliers for the Hillsdale Water Treatment Plant 2022 thru 2026 Chemicals Contract.

DISCUSSION ITEMS

1. Project Updates
2. Electric Outage Reports- 4th Qtr 2021
3. Sewer Repair Reports- 4th Qtr 2021
4. Water Repair Reports- 4th Qtr 2021

OTHER BUSINESS

ADJOURNMENT

UTILITIES ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM #1
MEETING DATE: FEBRUARY 3, 2022
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Standing approval of the minutes as written for the January 6, 2022 meeting of the Utilities Advisory Commission.

Background:

The draft minutes for the January 6, 2022 Utilities Advisory Commission meeting are attached.

Staff Recommendation:

Staff recommends approval of the minutes for the January 6, 2022 meeting of the Utilities Advisory Commission.

Attachments:

- Draft minutes of the January 6, 2022 Utilities Advisory Commission meeting.

**RECORD OF PROCEEDINGS
OF THE UTILITY ADVISORY COMMISSION
GARDNER, KANSAS**

Page No. 2022-1
January 6, 2022

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on December 2, 2021, at City Hall. Present were Chairperson Barbara Coleman, Vice Chairperson Bryce Augustine, Commissioner Gary Williams, Utilities Department Director Gonzalo Garcia, Staff Engineer Ric Gere and Administrative Assistant Erin Groh.

CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Commissioner Bryce Augustine.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. Standing approval of the minutes as written for the December 2, 2021, meeting of the Utility Advisory Commission.**

Chairperson Coleman noted that in the last paragraph, second sentence of the December 2nd minutes there was a word omitted and should have read "100% of [residential] report for known backflow devices have come in...." with the word residential being added.

Motion by Commissioner Williams, seconded by Vice-Chairperson Augustine to approve the amended minutes and Consent Agenda.

Motion carried 3-0 Aye

OLD BUSINESS

- 1. Consider a recommendation to City Council to revise the Electric Residential Service Connection Fee.**

Director Garcia presented the staff report and stated that he contacted various municipalities to compare at what point they collect Electric Residential Service Connection fees. Ottawa collects the fees for Residential Service Connection at final plat. Eudora collects the fees at final plat and will not issue the building permit until the fee is collected. Osawatomie does the actual fee collection during the building permit application. For Garden City, they are mainly commercial and industrial so in order to promote residential development they don't charge for the connection fee. In Edgerton, they charge up front but Garcia was not able to get the exact time at which the fees are collected. Chairperson Coleman asked Garcia in the previous meeting to find out about Evergy and when they collect fees but he was only able to find out that they collect up front but he didn't get the exact time in which they collect the fees up front.

Garcia noted that it takes 6-9 months to get materials in for Electric and it can take 4-6 months to receive payment back from some developers when Utilities invoices them. The actual construction of the electric infrastructure can take up to six months. Commissioner Williams asked what we're collecting and Garcia said that the \$2300 per lot fee covers the service per lot for a development. Garcia said the city would provide the conduit, cable, meters, materials and labor to get the lots ready. Williams asked who in the end pays for the transformers in a development. Garcia responded that the developers will pay for the transformers in their development. Williams asked if there is an inventory of materials and Garcia said that the city keeps a critical supply on hand. Commissioners later went over what other materials are included in the \$2300 electric residential service connection fee and Garcia added that termination, cabinets, and wire are included as well.

Motion by Vice-Chairperson Augustine, seconded by Commissioner Williams to recommend to City Council to revise the Electric Residential Service Connection Fee.

Motion carried 3-0 Aye

NEW BUSINESS

1. Consider approving a recommendation to City Council to execute an agreement with Altec Capital Services to replace two specialty vehicles in the lease program.

Director Garcia gave the staff report. Garcia stated that the leases for the two service trucks are up in December of 2022 and the lead time to construct such vehicles can take about 20 months. The cost of the vehicles has gone up by around \$1000 per month due to the increase in the cost of steel. Commissioner Williams asked if this increased amount in this year's budget. Garcia replied that he was not sure at that time but that it takes two years to get the trucks and a revision could be made to the budget. Vice-Chairperson Augustine asked why the city leases the trucks instead of purchasing them. Garcia said that the city used to buy the trucks but when they have tracked the cost over time, it showed that it was cheaper to lease. Chairperson Coleman asked why the trucks were not ordered earlier to accommodate for the long wait time. Garcia said that in the past the wait time was only 8-9 months wait and that has changed and that they just found out that the trucks were needing replaced. Garcia said that the lease will just be extended until Utilities gets the new truck, which has been done before. Augustine asked if the numbers could be gone over again and if he could bring that data back to the UAC. Garcia said that he would compare the numbers.

Motion by Williams, seconded by Vice-Chairperson Augustine to recommend to City Council to execute an agreement with Altec Capital Services to replace two specialty vehicles in the lease program.

Motion carried 3-0 Aye

2. Consider approving a recommendation to City Council to purchase POSM Server from POSM Software, LLC.

Garcia stated that in 2017 a trailer that includes a computer and [CCTV] equipment which was purchased to do the inspections of the sanitary sewer. That computer came with software called POSM to do the inspections. This software can be used with Lucity for work orders and can use a GIS mapping system to see where the work is being done at. In 2021, Utilities engaged in a demo trial of POSM at no cost to evaluate the use of POSM GIS Server. City staff installed this software onto the City's network server in early 2021 to do this trial. The installation of POSM GIS Server has allowed the inspection data to be backed up from the inspection trailer computer to the City's network server. This eliminated human errors in the data transfer which resulted in lost data in the past. The POSM GIS Server also allows unlimited desktop users so office staff can access the CCTV Inspections to view, edit and run reports. In addition, POSM GIS Server has the ability to be integrated with the City's ArcGIS mapping software and Central Square (Lucity) Management and Work Order systems.

Ric Gere, Staff Engineer discussed that he and staff have felt that the benefits are great from the use of POSM. Before, staff had to take a camera, put it in the sewer and then take the video and put it on a thumb drive, take it into the office and save it. Sometimes data would be lost. With POSM, there is an unlimited number of users that can use it, and then staff can do the CCTV inspections and have the information be viewable by staff in the office right after the inspection is done. Mr. Gere demonstrated for commissioners how to view the maps and how the CCTV cameras look in the software doing through sewer pipes. He

talked about how staff can see mapping of pipes and the distance of problem areas, etc. Also, Gere said that they have had excellent customer service when he has needed to contact them with questions.

Chairperson Coleman asked how this will fit in the budget. Garcia said that the software itself was not in the budget but since the city uses the software for I&I reduction, that I&I money could be used for it, but if not, the budget may have to be revised in July to account for it. Augustine asked if there is another level of software staff would need after this and Gere said not for the CCTV software and the POSM is all that is needed.

Motion by Vice-Chairperson Augustine, seconded by Commissioner Williams to consider the approval of a recommendation to the City Council to purchase POSM GIS Server software from POSM Software, LLC a one-time purchase price of \$21,500 and support at an annual cost of \$3,500 for a total amount of \$25,000 for 2022.

Motion carried 3-0 Aye

DISCUSSION ITEMS

1. Project Updates.

Director Garcia said that at the Prairie Trace development, (developed by Grata), the water lines have been completed. The city entered into an agreement with WaterOne to bring the water main from Monticello Dr. in Olathe to the development and that work is now complete. The city also installed 15-20 overhead electric poles and energized them. For sewer, the lift station at Prairie Trace is almost complete and will be commissioned during the second week of January. Now the property is served with water, sewer and electric by the City of Gardner. He stated that all of these completions are a big milestone for the city. In order for Gardner to serve that parcel with electric, Garcia said he had to petition Evergy and they granted the city the ability to service it.

Vice-Chairperson Augustine asked about the status of the smart meter project and Garcia said that the City is at 100% completion for electric smart meters as of March of 2021. At the last meeting Garcia said that he stated the city was about 99% complete on water meter installations and he said that there are still some water meters that need to be installed in Conestoga [mobile home park] and some in the schools and that there are about 40 left total to install.

Commissioner Williams asked about what the status is on providing the app for utility customers to use for the smart meters. Garcia said that the intelaHome app should be rolled out sometime in January.

Augustine said that at the last meeting that Utilities had received about 75% of backflow reports for businesses. Administrative Assistant Erin Groh said that the reports are continuing to come in but are not all received. Augustine asked if Garcia planned to present this spring a policy update change for compliance with backflows. Garcia said he will present something on it the next month or two. Augustine asked if Council had opened up the two open positions for the UAC and Garcia said that he didn't think they had interviewed anyone yet. Williams said that he thought that they had to announce that the positions were available. Chairperson Williams asked if there was any advancement or enforcement on the FOG program. Garcia said that a letter went out in December and the deadline was in mid January to comply with the FOG program. Williams asked what will happen if companies don't comply and Garcia said that enforcement will need to take place. Coleman asked about a power outage on 183rd St and Garcia said that there were about 7 customers affected and it was a failed transformer. It took three hours to identify the problem.

**RECORD OF PROCEEDINGS
OF THE UTILITY ADVISORY COMMISSION
GARDNER, KANSAS**
Page No. 2022-2
January 6, 2022

ADJOURNMENT

Motion by Commissioner Williams, seconded by Vice-Chairperson Augustine to adjourn the meeting at 8:19 p.m.

Motion carried 3-0 Aye

/s/ _____ Erin Groh

Utilities Department Administrative Assistant

UTILITY ADVISORY COMMISSION STAFF REPORT NEW BUSINESS ITEM No. 1
MEETING DATE: FEBRUARY 3, 2022
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider a recommendation to City Council to perform siting, land acquisition, and preliminary design for Substation No. 4.

Background:

In 2006, Meers Engineering performed an Electric Master Plan that included a new substation south of I-35. Due to a series of voluntary annexations over the past few years, the current city limits have been extended to 199th Street. To accommodate the future growth of this area, a new substation will be needed.

RFQ Process:

The City has solicited a Request For Qualifications process to determine which company is the most qualified to execute a site selection, land acquisition, and preliminary design of a new substation south of I-35. A selection committee was formed to review the qualifications and make a recommendation on which consultant should execute the project. The committee members were:

- Ric Gere, Matt Ponzer, Utilities Staff Engineer, Committee Chair
- Bob Case, Chief Planner
- Alan Abramovitz, Human Resources Manager
- Matt Ponzer, Electric Generation Manager

Members of the selection committee independently reviewed the qualifications and provided a score for each contractor. The overall score sheet for the RFQ can be seen below:

	<i>Finley Engineering</i>	<i>Aquawolf</i>	<i>HDR</i>	<i>Olsson</i>	<i>Sargent & Lundy</i>
<i>Evaluation Criteria</i>	Score	Score	Score	Score	Score
A. Adherence to proposal outline	8.00	7.50	9.00	10.00	8.00
B. Understanding and Approach	22.25	22.50	28.00	29.25	24.50
C. Relevant Experience	16.00	15.25	19.50	18.75	17.25
D. Staff and Availability	13.75	12.75	14.00	14.75	13.75
E. Project Scheduling	7.50	6.00	8.00	9.25	8.25
F. Public Involvement Experience	9.75	9.25	12.75	12.50	10.25
Total Score	77.25	73.25	91.25	94.50	82.00

The selection committee then discussed the overall scores and agreed that the City should proceed with Olsson for executing the project. The committee agreed that Olsson is well qualified and has a good project understanding and relevant experience that will benefit the City in the overall project execution.

The project will be executed in two phases.

Phase 1: Site Location

- Environmental Permitting Review
- Public Outreach
- Land Acquisition
- Substation Siting Report

Phase 2: Preliminary Design

- ALTA Survey
- Survey Descriptions and Exhibits
- Geotechnical Exploration
- Geotechnical Report
- Substation Engineering
- Transmission Engineering
- Civil Engineering
- Opinion of Probable Cost (OPC)

Staff Recommendation:

Approved a recommendation to City Council to award the Substation No. 4 project to Olsson, Inc. for a contract amount of \$130,970.

Attachments:

- Olsson Proposal
- 2021 City Limits Map

EXHIBIT A – SCOPE OF SERVICES

This exhibit is hereby attached to and made a part of the Agreement for Professional Services dated _____, 2022, between City of Gardner (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is indicated below.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Gardner, KS

Project Description: Siting, land acquisition, and preliminary design for Substation No. 4.

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

PHASE 1: SITE LOCATION

Phase 100 – Site Location

Task 101 – Desktop Environmental Permitting Review

Olsson will complete a desktop review of the assessment property at the Substation #4 Growth Area to identify potential concerns or issues regarding wetlands & streams, threatened & endangered (T&E) species, bald eagles, and migratory birds, and will provide recommendations to the Client about ways to avoid any such potential concerns or issues, if possible.

- The wetland and stream assessments will consist of a desktop review of available site maps to determine the location of potential wetlands and streams on the properties.
 - U.S. Fish and Wildlife’s (USFWS) National Wetland Inventory maps,
 - U.S. Geological Survey’s (USGS) topographic maps,
 - USGS National Hydrography Dataset maps and
 - Environmental Systems Research Institute’s aerial imagery.
- The T&E species review will include a desktop review using the USFWS-approved online Information for Planning and Consultation (IPaC) and Kansas Department of Wildlife and Parks county list to analyze the property for the likely presence of any federally- or state-listed species. The National Land Cover Database (NLCD) will be used to characterize the land cover within the Substation #4 Growth Area and determine the likelihood of potential T&E species habitat.
- The migratory birds and bald and golden eagle desktop review will evaluate potential habitat present based on the NLCD and aerial imagery. Recommendations will be proved based on the Migratory Bird Treaty Act and Bald and Golden Eagle Protection Act.
- Desktop review will also include a search of the National Register of Historic Places and Kansas Historic Resources Inventory for potential conflicts in the review area.

Following the desktop review of environmental resources, Olsson will provide the client a report of potential environmental resources within the Substation #4 Growth Area and discuss potential permitting requirements.

Task Limitations

- This task does not include a Section 404 individual or nationwide permit.
- This task does not include a field assessment or habitat surveys.
- This task does not include agency coordination.

Task 102 – Public Outreach

Stakeholder outreach – Letters would be sent to up to three property owners (desired property/ies for location of substation and those directly adjacent) to explain the project and process and offer a one-on-one meeting with the project team; up to three one-on-one stakeholders' meetings would be held to share more detailed information about the proposed location, process, and anticipated timing. Meetings could be virtual or in person.

Information for City website – General information about the project, process, anticipated timing, projects plans, and visuals would be developed and posted to the City's website. The link would be included on all information (stakeholder outreach letters, Planning Commission submittal, etc.) about the project for the public to stay informed on the progress.

Task 103 – Land Acquisition

Olsson shall negotiate the acquisition of land to construct the new substation for the City of Gardner. Olsson shall provide a valuation analysis of the property to be acquired to determine the market value. Olsson shall work through a title company to obtain title reports to determine existing ownership and encumbrances for the proposed acquisition parcels.

Olsson shall coordinate with survey to finalize a plat and legal description and prepare the form of easement or warranty deed to be executed by the private owners.

Assumptions:

- Olsson assumes the acquisition can be negotiated without the use of condemnation. If a voluntary acquisition cannot be negotiated and condemnation is required then additional expenses will be incurred including appraisals and additional time and expense for Olsson.
- City shall provide Olsson with the form of agreement the City will use to acquire the property from the landowner including any letters of intent or option agreements.
 - If the city does not have a standard letter of intent, Olsson can provide one. However, Olsson cannot provide an option agreement.

Deliverables:

- Title reports
- Prepare conveyance instruments
- Negotiate location, form of conveyance deed and any other concerns that the private owners may want to address as part of this project

- Finalize and deliver to City of Gardner fully executed conveyance instruments for all the property in connection with the new substation
- Communicate with City of Gardner and its construction consultants any special provisions associated with construction.

Task 104 – Substation Siting Report

Olsson will prepare a report with three (3) alternatives for substation siting and transmission line routing to each of the three sites. The report will summarize the desktop reviews completed and provide recommendations for the preferred substation site, transmission line route, preliminary cost estimates, and a conceptual site plan. Siting criteria to be considered (but not limited to) include:

- Proximity to Transmission Line, Site Preparation Costs, Constructability, Environmental Impacts, Property and Easement Acquisition, Site Access, Every Interconnection Requirements, and Zoning Regulations.

Task 105 – Project Management and Meetings

Olsson will coordinate with design groups, review time sheets, prepare billings and invoices, and prepare weekly project status reports. These reports will be in email format and will include the previous week's progress and expected deliverables for the upcoming week.

Olsson will conduct one progress meeting with the Client to discuss the preferred selection for the substation site. Olsson will prepare and distribute minutes of the meetings. Olsson will present project details to the city Utility Advisory Commission (UAC), Planning Commission, and City Council (as needed) for the acquisition of the substation site, and zoning application. This includes the special use permit, preliminary plat, and final plat application processes.

NOTICE TO PROCEED FOR PHASE 2

No work or billings shall commence for Phase 2 of the Project until both Olsson and Client agree that Phase 1 of the project is substantially complete and this Notice to Proceed has been signed.

OLSSON, INC.

By _____
Austin Jueneman, Associate Engineer

City of Gardner

By _____
Signature

Print Name _____

Title _____

Dated _____

PHASE 2: PRELIMINARY DESIGN

Phase 200 - Site Survey, Investigation, and Preliminary Design

Task 201 – ALTA Survey

Olsson shall perform an ALTA Survey of approximately 5 to 6 acres of land for a proposed substation site. We will utilize the 2021 ALTA Standards and Optional Table A items 1, 2, 3, 4, 5, 6a, 7a, 8, 11a*one-call, not private, 13, 16, 17, 18, and 19 along with the Standard ALTA certification. Commitment and copies of Schedule B II documents to be provided by the Client or if ordered by Olsson, paid for by the client.

Olsson shall provide revisions requested by Client within 30 days of providing ALTA survey to Client for review. Additional Table A items requested and/or a new/ updated title commitment package supplied beyond the 30 days shall be considered as an addendum/ or additional services. All Raw data obtained, and field notes created during the process of making this survey will remain the property of Olsson.

Utility location and mapping is for horizontal location of above ground and underground utilities only. Utility depths other than Sewers will not be obtained or indicated on the survey. Survey of utilities will be based on tracing and marking by One Call utility locator. By signing this contract, the client understands and acknowledges that utility mapping is not exact and it is possible that not all utility lines will be located. Olsson is not responsible for mismarked or unmarked utilities.

Task 202 – Survey Descriptions and Exhibits

Olsson will prepare meets and bounds legal descriptions and exhibits for items such as drainage easements, common access areas, non-platted parcels etc. as required by the City, local utility companies or the Client. We have no way to anticipate how many easements if any will be required. Services for description and exhibits will be conducted at a LS of \$700 per easement request. We have included an allowance for up to 5 easements.

Task 203 – Geotechnical Exploration

Layout and location of the new substation has not been determined at this time. The substation will contain a control building, transformers, switchgear, power circuit breakers, transmission line structures and other accessory equipment. Shallow and pier type foundations are typically used to support these structure and equipment loads.

All boring locations must be readily accessible to the drilling equipment. Olsson will locate public utilities using the Kansas one-call system.

We anticipate that 6 to 8 soil borings will be needed at the new substation site. The soil borings will be advanced to the depths proposed, or to refusal, whichever is shallower. If auger refusal is encountered, the boring will be advanced an additional 10 feet or to a maximum depth of 40 feet using rock coring methods.

Soils will be sampled in general accordance with ASTM D1586 (split barrel samples) and ASTM D1587 (thin walled tube samples). Where applicable, rock quality designation (RQD) will be measured for rock core samples.

We will obtain groundwater levels in the test borings at the time of drilling and upon completion of the drilling operations.

Pressuremeter tests will be performed in each boring at depths of 5, 10 and 15 feet below the existing ground surface elevation.

One resistivity test will be performed at the substation site. Resistivity testing will be performed using the Wenner 4-pin method with a-spacings of 2.5, 5, 10, 15, and 20 feet. The test array will include two perpendicular spreads.

As soil conditions dictate, laboratory testing may include visual soil classification (ASTM D2488), unconfined compression tests (ASTM D2166), thin-walled tube density tests (ASTM D7263), moisture content tests (ASTM D2216), Atterberg limit tests (ASTM D4318), P200 wash sieve tests (ASTM D1140), rock unconfined compression, and soil chemistry testing (pH, sulfates, sulfides, redox potential, chlorides).

Task 204 – Geotechnical Report

Olsson will perform engineering analyses and provide conclusions and recommendations regarding the following:

1. Maximum allowable soil bearing pressures and estimates of maximum total and differential settlement for design of shallow foundations. Shallow foundation recommendations will include minimum footing sizes and the required frost depth or other minimum bearing depth. Remedial measures, such as over-excavation, surcharge, or ground improvement, will also be addressed, if needed.
2. Drilled pier design parameters, including skin friction, uplift, end bearing, and estimated settlement. Soil and rock parameters (including backfill materials) will be provided for use in the MFAD design program.
3. General earthwork recommendations, including lift thickness, moisture control, and compaction criteria for backfill and structural fill. Seismic soil site classification per ASCE 7 and IBC.
4. Anticipated groundwater concerns, along with recommendations for addressing these concerns during construction, if required.
5. Preparation of subgrade soils supporting concrete slabs-on-grade, including an estimate of the modulus of subgrade reaction based on laboratory test results.

Deliverable will be a concise, bound Geotechnical Report.

Task 205 – Substation Engineering

Olsson will lay out the substation site to conform to the recommendations in the 2007 Master Plan: A single 161/12.47-kV, 15/20/25-28 transformer is recommended for the substation with a future expansion to two transformers. The proposed design will be similar to Substation No. 3. Olsson will coordinate the substation design with Evergy to meet their requirements and ensure the site provides adequate area for their facilities.

30% Design shall include considerations for:

- Civil sitework
- Concrete and Foundations

- Ground Grid
- Fencing and Lighting
- Below Grade Conduit
- Steel Structures
- Major Electrical Equipment and Switchgear Enclosures
- One-Line and Three-Line Diagrams

Assumptions:

- Gardner will provide the design plans and specifications from Substation No. 3 for Olsson's use.

Deliverables:

- Preliminary site layout
- 30% physical and electrical drawings
- Equipment specifications

Task 206 – Transmission Engineering

Olsson will coordinate the transmission design with Evergy to meet the host Transmission Owner's design standards/specification requirements and ensure the site provides adequate area for their facilities. Evergy will be responsible for the design and construction of the transmission line interconnection.

Olsson will coordinate with KMEA to submit Gardner's "SPP Attachment AQ Delivery Point Addition Process" for the new substation. Gardner will be responsible for any study application fees.

Deliverables:

- Preliminary transmission routing for site alternatives.
- SPP Attachment AQ application

Task 207 – Civil Engineering

Olsson will prepare a conceptual site layout for the site civil components of the proposed substation including access roads, incorporation/reference of substation equipment layouts, transmission line feeds, and perimeter fencing.

Olsson will prepare a Preliminary grading plan for the proposed substation site. This task will include depicting limits of grading, proposed contours, key spot grades, and any preliminary drainage structures that may be required. Earthwork quantities are not included as part of this task.

Olsson will prepare preliminary drainage and detention plans for the proposed substation site. This task includes preparing preliminary sizing calculations for sizing of any proposed detention basins. If required, stormwater treatment facilities will be identified on a preliminary basis and incorporated into the plans. This task will also include overall drainage strategies for the site for compliance with local codes.

Task 208 – Opinion of Probable Cost (OPC)

Olsson will prepare a detailed OPC and estimated lead times of material procurement and construction work after site investigation is complete.

Task 209 – Project Management and Meetings

Olsson will coordinate with design groups, review time sheets, prepare billings and invoices, and prepare weekly project status reports. These reports will be in email format and will include the previous week's progress and expected deliverables for the upcoming week.

One review meeting will be held during the 30% design phase to discuss design documents. Olsson will prepare and distribute minutes of the meetings. Olsson will present project details to the city Utility Advisory Commission (UAC), Planning Commission, and City Council (as needed) for the acquisition of the substation site, and zoning application. This includes the special use permit, preliminary plat, and final plat application processes.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: February 14, 2022

Anticipated Completion Date: August 1, 2022

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

ANTICIPATED PROJECT SCHEDULE

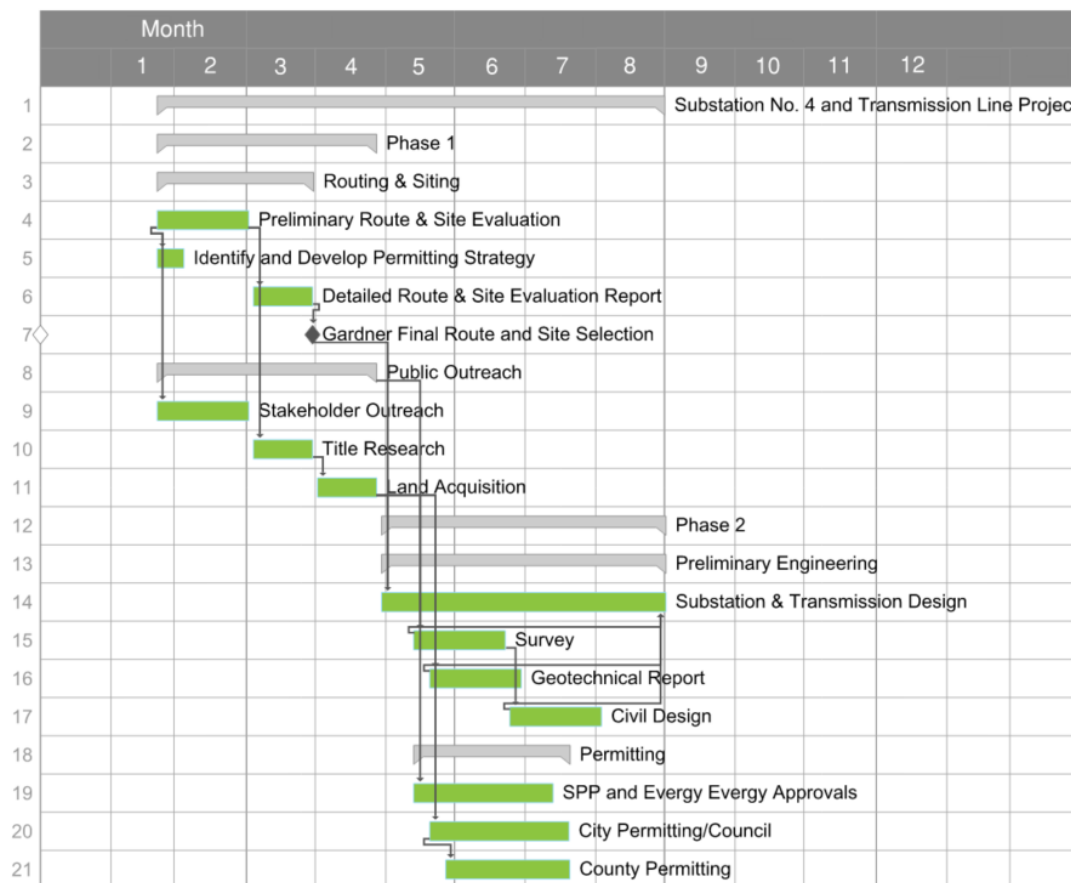


TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20.

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):

1. X Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. X Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. X Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. X Gross land area (and other areas if specified by the client).
5. X Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6. X (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.

 _____ (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7. X (a) Exterior dimensions of all buildings at ground level.
 (b) Square footage of:
 _____ (1) exterior footprint of all buildings at ground level.
 _____ (2) other areas as specified by the client.
 _____ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8. X Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. _____ Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures.

Striping of clearly identifiable parking spaces on surface parking areas and lots.

10. _____ As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.
11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:
- ☒ (a) plans and/or reports provided by client (with reference as to the sources of information)
- _____ (b) markings coordinated by the surveyor pursuant to a private utility locate request

Note to the client, insurer, and lender - With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.

12. _____ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.
13. ☒ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
14. _____ As specified by the client, distance to the nearest intersecting street.
15. _____ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
16. ☒ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17. ☒ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18. ☒ Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.
19. ☒ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
20. _____

Adopted by the Board of Governors, American Land Title Association, on October 1, 2020.

*American Land Title Association, 1800 M St., N.W., Suite 300S, Washington, D.C. 20036-5828.
www.alta.org*

Adopted by the Board of Directors, National Society of Professional Surveyors, on October 30, 2020.

*National Society of Professional Surveyors, Inc., 5119 Pegasus Court, Suite Q, Frederick, MD 21704.
<http://www.nsps.us.com/>*



EXHIBIT B - FEES

COMPENSATION

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this Agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time-and-expense basis not to exceed \$ 130,970.00.

FEE BREAKDOWN

Task		Cost	Fee Type
Phase 1	Project Management and Meetings	\$ 4,080.00	TMNTE
	Environmental Permitting Review	\$ 5,500.00	TMNTE
	Public Outreach	\$ 2,000.00	TMNTE
	Land Acquisition	\$ 9,000.00	TMNTE
	Substation Siting Report	\$ 5,420.00	TMNTE
	Phase 1 Subtotal	\$ 26,000.00	
Phase 2	Project Management and Meetings	\$ 6,000.00	TMNTE
	ALTA Survey	\$ 6,900.00	LS
	Survey Descriptions and Exhibits	\$ 3,500.00	LS
	Geotechnical Exploration	\$ 16,950.00	LS
	Geotechnical Report	\$ 10,460.00	LS
	Substation Engineering	\$ 30,600.00	TMNTE
	Transmission Engineering	\$ 2,580.00	TMNTE
	Civil Engineering	\$ 24,860.00	TMNTE
	Opinion of Probable Cost (OPC)	\$ 3,120.00	TMNTE
	Phase 2 Subtotal	\$104,970.00	TMNTE
Total		\$130,970.00	

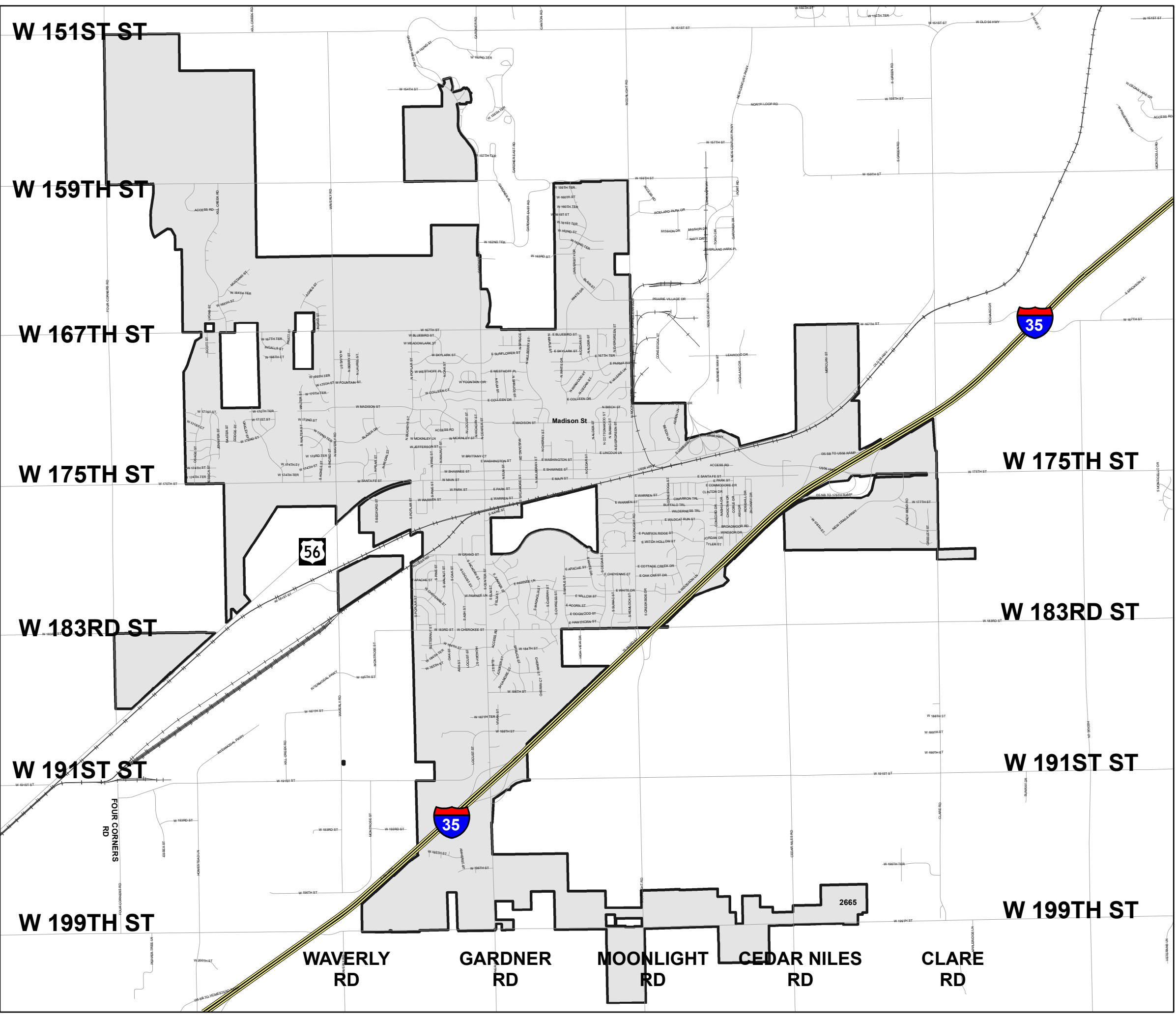
*Includes lump sum costs of drilling and soil tests.

HOURLY BILLING RATES

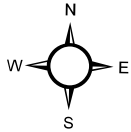
Team Member	Hourly Rate
Team Leader	\$250
Technical Leader	\$300
Senior Engineer	\$240
Project Engineer	\$200
Associate Engineer	\$150
Assistant Engineer	\$120
UAV/Drone Operator	\$132
Senior Surveyor	\$150
Design Technician	\$100
Senior Technician	\$120
Public Involvement	\$90

**All reimbursable expenses will be billed at cost with no mark-up.*

City of Gardner 2021 City Limits



 City of Gardner



Disclaimer and Terms of User are being supplied to you with an approximation to represent our product and its potential. Any claims made of actual results can be verified upon request. Sources of Data; Johnson County AIMS, City of Gardner, Created 1/12/2021

UTILITY ADVISORY COMMISSION

STAFF REPORT

NEW BUSINESS NO. 2

MEETING DATE: FEBRUARY 03, 2022

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider a recommendation to City Council to award contracts to the Chemical Suppliers for the Hillsdale Water Treatment Plant 2022 thru 2026 Chemicals Contract.

Background:

The Hillsdale Water Treatment Plant expansion was completed in 2021. With these improvements there were various upgrades to existing chemical systems as well as new treatment trains introduced into the treatment process. In 2018 the last chemical bid was performed for chemicals used at the Hillsdale Water Treatment Plant and those costs ran thru the end of 2021 with the contracted suppliers. The introduction of the new plant has modified some of the chemicals used in the treatment process therefore a new request for proposals was performed.

Bidding Process:

The Request for Proposals (RFP) was advertised on the City of Gardner website, Drexel website and The Legal Record, from December 21, 2021 to January 14, 2022. A total of seven (7) proposals were received from chemical suppliers for the various NSF Certified Chemical materials used in the process of treating water at the Hillsdale Water Treatment Plant. Six (6) of the proposal package met and exceeded the requirements set out in the Request for Proposal documents, which set out the requirements for each chemicals delivery method and projected annual usage amount for each of the nine (9) chemicals used at the water treatment plant.

All proposals were reviewed by Utilities department staff based on the initial costs, annual increase to costs and the total extension of the chemical proposal out thru 2026. All chemical and technical requirements along with some jar testing was performed to determine if the proposed chemicals would meet the existing treatment requirements. All apparent low bidders for each of the nine (9) chemicals were determined to meet or exceed the treatment requirements and are shown in the table below.

2022-2026 Hillsdale WTP Chemical Contract				Apparent Low Bidder			
Bid Opening January 14, 2022							
ITEM	DESCRIPTION	UNIT	QUANTITY	COMPANY	ANNUAL INCREASE	2022	
No.						UNIT PRICE	EXTENSION
1	ACH	lbs	225,000	G2O Technologies	Negotiable	\$0.49	\$110,250
2	Caustic Soda	lbs	180,000	Brenntag Mid-South	35%	\$0.1598	\$28,764
3	Hydrofluosilicic Acid	lbs	20,000	Brenntag Mid-South	10%	\$0.38	\$7,500
4	Chlorine	lbs	34,000	DPC	25%	\$0.799	\$27,166
5	Ammonia Sulfate	lbs	40,000	DPC	10%	\$0.52	\$20,800
6	Activated Carbon	lbs	40,000	Calgon Carbon	10%	\$1.20	\$48,000
7	Sodium Permanganate	lbs	72,000	Brenntag Mid-South	10%	\$1.30	\$93,240
8	Solution Cationic Polymer	lbs	25,000	Polydyne, Inc	10%	\$0.61	\$15,250
9	Dry Anionic Polymer	lbs	2,000	Polydyne, Inc	10%	\$1.85	\$3,700
						Total:	\$354,670

Staff and Committee Recommendation:

Consider a recommendation to City Council to award contracts to the Chemical Suppliers for the Hillsdale Water Treatment Plant 2022 thru 2026 Chemicals Contract.

Attachments:

- Request For Bids
- 2022-26 Hillsdale WTP Chemical Bid Tab 1-14-2022

CITY OF GARDNER

REQUEST FOR PROPOSALS

The City of Gardner is seeking bid proposals for purchasing NSF Certified chemical materials used in the process of treating water with the intent to enter into a five year contract valid from January 1, 2022 through December 31, 2026.

Proposals for the **Hillsdale Water Treatment Plant Chemicals Contract** will be accepted until 11:00 A.M. (local time) Friday, January 14, 2022, at which time the proposals will be taken under advisement, and the names of respondents will be made available for public record; all other information is confidential until contract negotiations are completed.

All proposals shall be submitted digitally to the City of Gardner Utilities Department via email at Utilities_Department@gardnerkansas.gov . Email shall have **Hillsdale Water Treatment Plant Chemicals Contract** in the subject line.

Proposals will also be accepted by submitting printed hard copy with a digital copy provided on USB storage device in sealed envelopes to the City of Gardner Utilities Department at 1150 E. Santa Fe Street, Gardner, Kansas, 66030. The sealed envelope for proposals shall be addressed to the City of Gardner Utilities Department, Attention: Ric Gere, marked "Proposal for: **Hillsdale Water Treatment Plant Chemicals Contract**."

Any proposal received after the designated closing time will not be considered and will be returned unopened.

Information regarding this project can be found in the "Public Jobs" link on the website.

Copies of plans and specifications can be seen or purchased for a Non-Refundable fee on-line at www.drexeltech.com in their eDistribution plan room, additional assistance is available at distribution@drexeltech.com. Information regarding this project can be found in the "Public Jobs" link on the website. Contractors desiring the Contract Documents for use in preparing bids may also obtain a set of such documents from Drexel Technologies; 10840 West 86th Street, Lenexa, Kansas, 66214, 913-371-4430. Bidding documents will be shipped only if the requesting party assumes responsibility for all related charges. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies, Inc.

The City Gardner, Kansas, reserves the right to reject any or all bids or to waive any informality in the bidding.

Bids may be held by the City of Gardner, Kansas, for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding the contract.

2022-2026 Hillsdale WTP Chemical Contract					Apparent Low Bidder												
Bid Opening January 14, 2022																	
ITEM No.	DESCRIPTION	DELIVERY UNIT	UNIT	QUANTITY	COMPANY	ANNUAL INCREASE	2022		2023		2024		2025		2026		TOTAL
							UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	EXTENSION
1	ACH – (Basicity 82% - 84%, Al2O3 22% - 24%) or WT4000 or WT4021	Bulk Tanker Loads (Max Limit of one load per order)	lbs	225,000	G2O Technologies	To be Negotiated	\$0.49	\$110,250.00	\$0.49	\$110,250.00	\$0.49	\$110,250.00	\$0.49	\$110,250.00	\$0.49	\$110,250.00	\$551,250.00
2	Caustic Soda, 30% Diaphragm Cell	Bulk Tanker Loads (Max Limit of one load per order)	lbs	180,000	Brenntag Mid-South	35%	\$0.1598	\$28,764.00	\$0.22	\$38,831.40	\$0.29	\$52,416.00	\$0.39	\$70,770.23	\$0.53	\$95,539.81	\$286,321.43
3	Hydrofluosilicic Acid (HFS), (NSF Approved)	NSF Approved 55 gallon barrel	lbs	20,000	Brenntag Mid-South	10%	\$0.38	\$7,500.00	\$0.41	\$8,250.00	\$0.45	\$9,075.00	\$0.50	\$9,982.50	\$0.55	\$10,980.75	\$45,788.25
4	Chlorine	2,000 Pound Cylinders (Max Limit of one cylinder per order)	lbs	34,000	DPC	25%	\$0.799	\$27,166.00	\$1.00	\$33,957.50	\$1.25	\$42,446.88	\$1.56	\$53,058.59	\$1.95	\$66,323.24	\$222,952.21
5	Ammonia Sulfate (NSF Approved)	50 Lb Bags (Max Limit of 80 bags per order)	lbs	40,000	DPC	10%	\$0.52	\$20,800.00	\$0.57	\$22,880.00	\$0.63	\$25,168.00	\$0.69	\$27,684.80	\$0.76	\$30,453.28	\$126,986.08
6	Activated Carbon – (non-Hydrodarco®B or Equal), (NSF Approved)	Bulk Tanker Loads (40,000lbs per load)	lbs	40,000	Calgon Carbon	10%	\$1.20	\$48,000.00	\$1.32	\$52,800.00	\$1.45	\$58,080.00	\$1.60	\$63,888.00	\$1.76	\$70,276.80	\$293,044.80
7	Sodium Permanganate Liquid – 20% (Corus, CARUSOL®) (NSF Approved)	Bulk Tanker Load (24,000lbs per load)	lbs	72,000	Brenntag Mid-South	10%	\$1.30	\$93,240.00	\$1.42	\$102,564.00	\$1.57	\$112,820.40	\$1.72	\$124,102.44	\$1.90	\$136,512.68	\$569,239.52
8	Solution Cationic Polymer. Robins 110, 120, WT 3015 or equal. (NSF Approved)	Packaged in 55 gal drums (Max of 4 drums per order)	lbs	25,000	Polydyne, Inc	10%	\$0.61	\$15,250.00	\$0.67	\$16,775.00	\$0.74	\$18,452.50	\$0.81	\$20,297.75	\$0.89	\$22,327.53	\$93,102.78
9	Dry Anionic Polymer WT 3091, (NSF Approved)	Packaged in bags not to exceed 80 Lbs	lbs	2,000	Polydyne, Inc	10%	\$1.85	\$3,700.00	\$2.04	\$4,070.00	\$2.24	\$4,477.00	\$2.46	\$4,924.70	\$2.71	\$5,417.17	\$22,588.87

	Calgon Carbon											
	ANNUAL INCREASE	2022		2023		2024		2025		2026		TOTAL
Bid On		UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	EXTENSION
6	10%	\$1.20	\$48,000.00	\$1.32	\$52,800.00	\$1.45	\$58,080.00	\$1.60	\$63,888.00	\$1.76	\$70,276.80	\$293,044.80
	Brenntag Mid-South											
	ANNUAL INCREASE	2022		2023		2024		2025		2026		TOTAL
Bid On		UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	EXTENSION
2	35%	\$0.1598	\$28,764.00	\$0.2157	\$38,831.40	\$0.29	\$52,416.00	\$0.3932	\$70,770.23	\$0.5308	\$95,539.81	\$286,321.43
3	10%	\$0.38	\$7,500.00	\$0.41	\$8,250.00	\$0.45	\$9,075.00	\$0.50	\$9,982.50	\$0.55	\$10,980.75	\$45,788.25
4	35%	\$0.83	\$28,152.00	\$1.12	\$38,005.20	\$1.51	\$51,307.02	\$2.04	\$69,264.48	\$2.75	\$93,507.04	\$280,235.74
5	20%	\$0.55	\$22,000.00	\$0.66	\$26,400.00	\$0.79	\$31,680.00	\$0.95	\$38,016.00	\$1.14	\$45,619.20	\$163,715.20
7	10%	\$1.2950	\$93,240.00	\$1.42	\$102,564.00	\$1.57	\$112,820.40	\$1.72	\$124,102.44	\$1.90	\$136,512.68	\$569,239.52
8	10%	\$0.73	\$18,125.00	\$0.80	\$19,937.50	\$0.88	\$21,931.25	\$0.96	\$24,124.38	\$1.06	\$26,536.81	\$110,654.94
9	15%	\$2.37	\$4,740.00	\$2.73	\$5,451.00	\$3.13	\$6,268.65	\$3.60	\$7,208.95	\$4.15	\$8,290.29	\$31,958.89

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #1

MEETING DATE: FEBRUARY 3, 2022

STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Project Updates

Background:

Staff will discuss current developments of projects.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #2

MEETING DATE: FEBRUARY 3, 2022

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2021 4th Quarter Electric Outage Report

Background:

Electric staff responded to 15 outages affecting 233 customers:

- 1 caused by equipment failures
- 1 caused by trees
- 5 caused by animals
- 1 caused by storms
- 2 caused by damage by others
- 5 caused by other reasons

The average workday response time was 17 minutes and the average workday length of outage 34 minutes.

The average after-hours response time was 27 minutes and the average after-hours length of outage was 1 hour and 36 minutes.

The overall average response time was 22 minutes and the overall average length of outage was 1 hour and 7 minutes.

Attachment Included:

- 2021 4th Quarter Electric Outage Report

Electric Outage Summary

Report Dates Between 10/1/2021 and 12/31/2021

1/25/2022

EQ - Equipment, TR - Trees, AN - Animals, SM - Storms, DO - Damage By Others, OT - Other

11:01 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20211026-010	705 E COLLEEN DR	10/25/2021	6:03 pm	10/25/2021	6:25 pm	10/25/2021	6:35 pm	1	Power Out	Customer stated half power. customers breaker was the issue.	0:22	0:32	0	OT
20211028-010	525 N ELM ST	10/28/2021	10:32 am	10/28/2021	10:45 am	10/28/2021	11:17 am	150	Power Out	Squirrel on primary line. And also tree limbs on primary line, so we trimmed them back.Jim	0:13	0:45	2.0	AN
20211101-030	S PLUM CREEK DR 201 E PEACH TREE LN	10/28/2021	5:40 pm	10/28/2021	6:15 pm					Hit street light.	0:35		4.0	DO
20211115-011	121 N CENTER ST	11/13/2021	7:41 pm	11/13/2021	8:20 pm	11/13/2021	8:25 pm	1		Caller had power. No answer at the door.	0:39	0:44	1.0	OT
20211115-012	530 W WASHINGTON ST	11/14/2021	10:14 am	11/14/2021	10:50 am	11/14/2021	10:50 am	1		Remove meter for fire department due to house fire.	0:36	0:36	1.0	OT
20211124-013	195 E SANTA FE ST	11/24/2021	12:46 pm	11/24/2021	1:00 pm	11/24/2021	1:20 pm	1	Customer Side Issue	Lot 195 Fire coming from pedestal. Replaced meter block for temporary. Jim Cause was "Connection"- Had to change to "other" to fit categories in outage report. EG	0:14	0:34	1.0	OT
20211129-010	300 W MCKINLEY LN	11/25/2021	10:00 pm	11/25/2021	10:20 pm	11/25/2021	10:48 pm	1	Customer Side Issue	Pull meter for house fire	0:20	0:48	2.0	OT
20211129-012	415 E MAIN ST	11/27/2021	8:30 am	11/27/2021	8:45 am	11/27/2021	9:20 am	56	Power Out	Squirrel	0:15	0:50	2.0	AN
20211203-010	308 N CHERRY ST	12/2/2021	3:15 pm	12/2/2021	3:33 pm	12/2/2021	3:55 pm	19	Power Out	Power out, squirrel was found below dip pole. replaced line fuse with 40t.	0:18	0:40	3.0	AN
20211207-007	153 W WARREN ST	12/3/2021	5:20 pm	12/3/2021	5:40 pm	12/3/2021	5:55 pm	1	Power Out	Customer stated they heard a loud boom and lights flickered.	0:20	0:35	2.0	AN
20211207-008	106 N ELM ST	12/5/2021	4:45 pm	12/5/2021	5:20 pm	12/5/2021	7:26 pm		Power Out	Power outage due to squirrel.	0:35	2:41	6.0	AN
20211213-010	302 N WHITE DR	12/11/2021	7:44 am	12/11/2021	8:15 am	12/11/2021	1:45 pm	1	Needs Service	Riser pole with secondary blown over.	0:31	6:01	12.0	EQ
20211216-005	321 E PARK ST	12/15/2021	3:17 pm	12/15/2021	3:30 pm	12/15/2021	4:00 pm		Needs Service	Tree fell on secondary service between two houses.	0:13	0:43	0	SM
20211216-008	139 W MAIN ST	12/15/2021	2:13 pm	12/15/2021	2:19 pm	12/15/2021	2:32 pm	1	Power Out	Tree fell on secondary and pulled from house. They have to get an electrician to put meter can and mast back up. Jim	0:06	0:19	2.0	TR

Electric Outage Summary

Report Dates Between 10/1/2021 and 12/31/2021

1/25/2022

EQ - Equipment, TR - Trees, AN - Animals, SM - Storms, DO - Damage By Others, OT - Other

11:01 AM

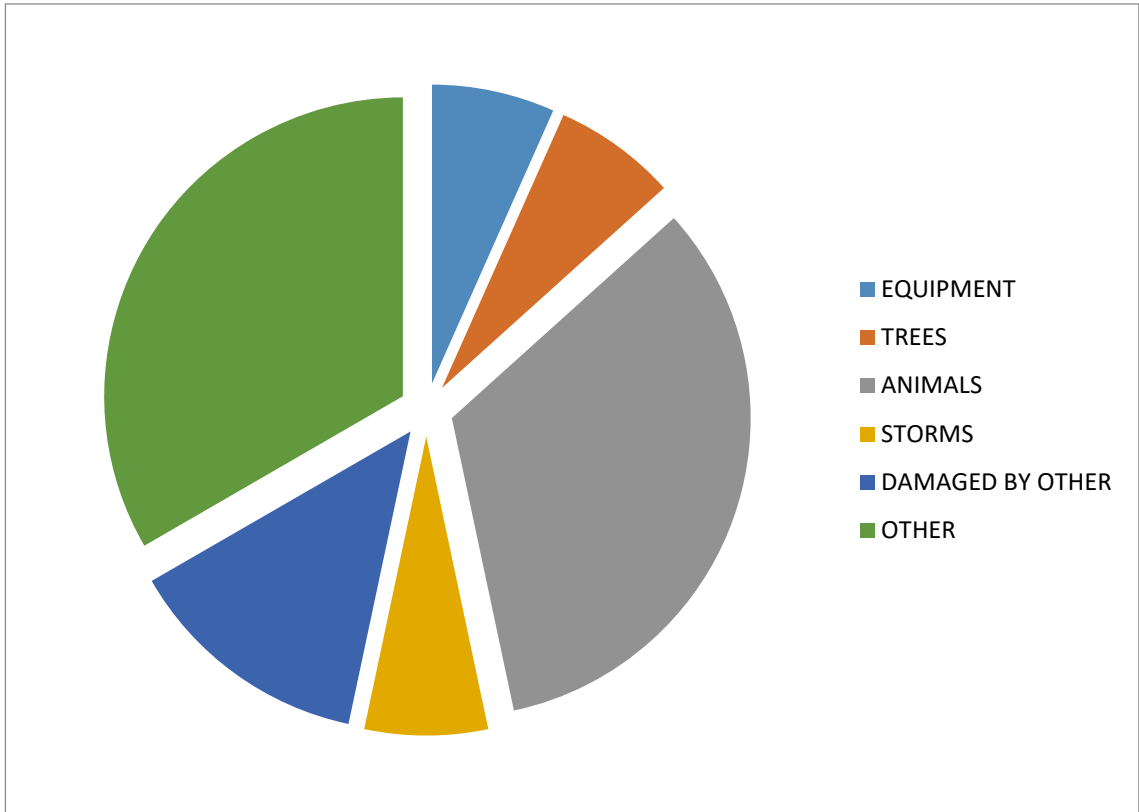
WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20211228-020	GARDNER TO I35 NB RAMP	12/28/2021	2:52 pm	12/28/2021	3:10 pm	12/28/2021	3:51 pm		Needs Service	Car hit guy wire on temporary signal light pole. set a temp concrete block and ran new guy wire.	0:18	0:59	8.0	DO

Totals:	233												46.0	
---------	-----	--	--	--	--	--	--	--	--	--	--	--	------	--

8	After Hours Average	0:27	1:36	Cause Totals	
7	Workday Average	0:17	0:34	EQ	1
15	Average	0:22	1:07	TR	1
				AN	5
				SM	1
				DO	2
				OT	5

4Q 2021 Electric Outages

EQUIPMENT	TREES	ANIMALS	STORMS	DAMAGED BY OTHER	OTHER	TOTAL
1	1	5	1	2	5	15



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #3

MEETING DATE: FEBRUARY 3, 2022

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2021 4th Quarter Wastewater Collection Repairs Report

Background:

Line maintenance staff completed 4 sanitary sewer line repairs affecting 4 customers:

- 3 due to residents' issues
- 1 due to other issue

The average workday response time was 16 minutes and the average workday repair time was 8 hours and 58 minutes.

The average after hours response time was 15 minutes and the average after hours repair time was 1 hour and 5 minutes.

The overall average response time was 16 minutes. The overall average repair time was 7 hours.

Attachment Included:

- 2021 4th Quarter Wastewater Collection Repairs Report

Sewer Repair Summary

Report Dates Between 10/1/2021 and 12/31/2021

1/26/2022
8:51 AM

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue, OT - Other

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20211004-012	207 E COLLEEN DR	10/4/2021	8:50 am	10/4/2021	9:10 am	10/5/2021	10:00 am	1	Manhole Not At Grade	Ted-o : Got an email from Seth saying this customer called in about standing rain water around a manhole in his backyard. I called Gabe and sent him	0:20	25:10	0.5	RI
20211103-007	236 W PARK ST	11/3/2021	1:48 pm	11/3/2021	2:00 pm	11/3/2021	2:48 pm	1	Main Break	Resident stated that they had a sewer inspection on there newly purchased home and the plumber had reported a brake in the city main. resident also	0:12	1:00	3.0	RI
20211124-007	16930 S WALTER ST	11/24/2021	8:00 am	11/24/2021	8:15 am	11/24/2021	8:45 am	1	Sinkhole	Ted-o had me go check on a sink hole in a residents backyard when I got on site walked to the back and saw a hole I looked down inside and just saw	0:15	0:45	1.0	RI
20211129-013	226 S MEADOWBROOK CIR	11/27/2021	12:45 pm	11/27/2021	1:00 pm	11/27/2021	1:50 pm	1	Service Line Break	Ted-o called and told me that a guy hit the main sewer line when I arrived I found that it was just the service line. I called Ted-o and told him what I found	0:15	1:05	1.0	O
Totals:													5.5	

1	After Hours Average	0:15	1:05	Cause Totals	
3	Workday Average	0:16	8:58	GR	0
4	Average	0:16	7:00	RT	0
				LF	0
				LS	0
				O	0
				DB	0
				RI	3
				OT	1

4Q 2021 Sewer Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
0	0	0	0	0	3	1	4



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #4

MEETING DATE: FEBRUARY 3, 2022

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2021 4th Quarter Water Distribution Repairs Report

Background:

Line maintenance staff completed 4 water distribution service repairs affecting 2 customers:

- 3 due to residents' issues
- 1 due to other issues

The average workday response time was 15 minutes and the average workday repair time was 1 hour.

The average after hours response time was 23 minutes and the average after hours repair time was 1 hour and 18 minutes.

The overall average response time was 17 minutes. The overall average repair time was 1 hour and 5 minutes.

Attachment Included:

- 2021 4th Quarter Water Distribution Repairs Report

Water Distribution Repair Summary

Report Dates Between 10/1/2021 and 12/31/2021

1/26/2022

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

8:49 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20211004-010	524 S POPLAR ST	10/2/2021	7:07 pm	10/2/2021	7:30 pm	10/2/2021	8:25 pm	1	No Service	Customer called saying they had no water upon. arrival the meter was turned off at the setter tuned the water back on at the setter and	0:23	1:18	1.0	RI
20211020-024	N WHITE DR	10/20/2021	12:00 pm	10/20/2021	12:15 pm	10/20/2021	1:00 pm	0	Yard Restoration	Backfilled a valve that had previously been hydro excavated.	0:15	1:00	3.0	OT
20211202-011	16941 W 169TH TER	12/2/2021	1:00 pm	12/2/2021	1:15 pm	12/2/2021	2:00 pm	0	Investigate	Customer called in stating that while backing out of their driveway they hit fire hydrant 22NEH12. upon arrival we did an inspection of	0:15	1:00	2.0	RI
20211222-013	416 N CHERRY ST	12/22/2021	7:30 am	12/22/2021	7:45 am	12/22/2021	8:30 am	1	Hydrant Leaking	Citizen called in saying the hydrant in front of this address was leaking. went out and investigated and found that the home owner at 417 N	0:15	1:00	2.0	RI
Totals:								2						8.0

1	After Hours Average	0:23	1:18	Cause Totals	
3	Workday Average	0:15	1:00	LF	0
4	Average	0:17	1:05	SF	0
				VF	0
				RCF	0
				O	0
				RI	3
				OT	1

4Q 2021 Water Repair Report

LINE FAIL	HARDWARE FAIL	VALVE FAIL	HYDRANT FAIL	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
0	0	0	0	0	3	1	4

